

July 1, 2005

To: Local PTA Units
Other School Based Volunteer Organizations

From: James M. Harkins, Harford County Executive
Tina Janouris, President, HCCPTA

Re: Local Government School Based Volunteer Organization Grant Program

Once again, it is the County Executive's pleasure to submit the Local Government School Based Volunteer Organization Grant Program for your consideration. Executive Harkins has developed this program to be used by the schools for physical plant improvements in conjunction with your PTA or other school based volunteer organizations and with the greater community.

This is a program to build partnerships between the school, the parents, local business and industry and the community. Executive Harkins has again allocated funding for projects such as landscaping, playground improvements, painting and wildlife habitat and water quality improvements. It is our hope that you will work with the organizations we mentioned to further leverage funds to enhance these types of programs at your school.

Please expect some delay from the time your application is received by the Department of Community Services until your organization receives notification; we must wait for Harford County Public School's recommendation prior to Harford County Government's recommendation and mailing of the award letter.

If you have any questions or concerns, please feel free to call the County Executive's Office at 410-638-3350 or Mary Chance, Director of the Department of Community Services, at 410-638-3389 to obtain further information. If you have any questions or concerns relating to PTA involvement in this project, please contact Tina Janouris, HCCPTA President at 410-515-6234. We appreciate the opportunity to discuss this and other items with you and hope that we can continue this dialogue in the future.

Thank you for your service and commitment to Harford County and the education of our most valuable resource - our children.

**LOCAL GOVERNMENT SCHOOL BASED VOLUNTEER
ORGANIZATION GRANT PROGRAM**

GRANT APPLICATION

Instruction for Completing this Grant Application:

The Department of Community Services will administer this grant. Applicants will complete the information below, identify a starting and completion date and the approximate costs of the project. Please obtain all signatures on this application as well as the document entitled General Conditions. Attach all supporting documentation and return the packet to:

Mary Chance, Director
Department of Community Services
Harford County Government
220 South Main Street
Bel Air, Maryland 21014

-
1. Name of Group: _____
 2. Address: _____
 3. Telephone Number: _____
 4. Name of Contact/Responsible Person: _____

Contact Name	Direct Phone No.	e mail address
--------------	------------------	----------------

5. Briefly describe the project for your school:
6. List the steps your group will take to complete this project:
7. Please attach a detailed budget showing all types of materials and quantities to be purchased.

8. Describe how the school, its faculty and students will be improved after the project is completed:

Project Start Date: _____

Projected Completion Date: _____

Please attach any photographs or other items that you believe will enable the Department of Community Services to better understand the problem that is currently being encountered at the school.

_____	_____	_____
Principal	President Volunteer Applicant (PTA, PTO, etc.)	Date

LOCAL GOVERNMENT SCHOOL BASED VOLUNTEER ORGANIZATION GRANT PROGRAM GUIDELINES

1. The purpose of the grant is to provide funds to local parent/teacher and other school based volunteer associations, for the beautification of community public schools (i.e., landscaping, painting of interior or exterior of building, playground maintenance wildlife habitat enhancements, forest conservation planting and water quality improvements).
2. Certain projects may be utilized toward Forestry credit under the Forest Conservation Program. However, the final determination of whether the project qualified for such credit shall be made by the Department of Planning and Zoning.
3. Grants are only available to Parent/Teacher and other school based volunteer associations. No funding will be provided to individual parents, or to individual schools. The Board of Education and/or the Principal of the school must approve the project before any grant funds are awarded. The President of the school based volunteer associations must sign the application, and will be the person responsible for ensuring that the project is completed in accordance with the application and general conditions.
4. The applicant must identify a contact person who will be responsible for the project and who will have the authority to make decisions regarding changes or enhancements to the project.
5. All levels of funding may be considered up to a \$5,000 limit per project. Organizations may apply for more than one grant.
6. Funding will be provided for materials only. No funding will be provided for labor or other expenses. Grant monies must be utilized for the purpose stated in the grant application.
7. Harford County Government employees may utilize up to 4 hours of liberal leave if volunteering on the project.
8. Grant applications must be submitted to the Department of Community Services for review. Incomplete or inappropriate applications will be returned.
9. Applications will be reviewed and approved by the Department of Inspections, Licenses and Permits to ensure that applicable codes and measures are followed and that appropriate credit is given to projects that may be counted toward forest conservation credit.

**LOCAL GOVERNMENT SCHOOL BASED VOLUNTEER ORGANIZATION
GRANT PROGRAM GUIDELINES - PAGE -2-**

10. At the discretion of the Department of Community Services, grant applicants may be invited to appear to answer questions related to the scope of the project or additional justification for planned expenditures. Applicants requesting funds for existing projects may be asked to appear to discuss project status and results. Any school based volunteer associations that receive funds will be required to submit and adhere to a budget.
11. The Department of Community Services will make all final funding decisions.
12. In kind county contributions and/or HCPS in kind contributions will be made on a case-by-case basis. Applicants may contact their Project Coordinator to see what materials may be available.
13. Applicant must adhere to and will be responsible for any and all contingencies of the award.

**LOCAL GOVERNMENT SCHOOL BASED VOLUNTEER
ORGANIZATION GRANT PROGRAM
CONDITION OF GRANT AWARD**

**GENERAL CONDITIONS
(Please sign and return with application)**

The Grantee agrees to comply with the following terms and conditions:

1. The Grantee agrees to abide by the rules, regulations and conditions as are determined by the Department of Community Services.
2. All funds awarded under this grant must be spent by such time as specified in the Conditions of Grant Award unless otherwise determined by the Department of Community Services. Any funds received but not spent must be returned to Harford County Government no later than thirty (30) days after completion of the project or the end of the fiscal year, whichever occurs first.
3. Any changes to the program must be in writing and approved by the Department of Community Services.
4. Materials and equipment purchased with grant funds must be used for the purpose stated in the application.
5. Harford County Government may, after reasonable notice, inspect, review or audit the financial and programmatic records of the project and may visit the project.
6. If the Grantee has difficulty implementing the project during the grant period, the grantee agrees to contact the Department of Community Services for assistance.
7. The Grantee acknowledges and agrees that it is not acting as an agent for Harford County Government or the Harford County Board of Education, but is acting independently and agrees to hold harmless and indemnify Harford County and Harford County Public Schools and Board of Education, its employees, agents and volunteers from any liability arising out of implementation of the program funded by the grant.
8. Harford County Government, in its sole discretion, may terminate this agreement at will upon seven (7) days written notice to the Grantee.
9. A Progress/Financial Report must be submitted to the Department of Community Services no later than thirty (30) days after the end of the fiscal year or at the completion of the project, whichever occurs first.

GENERAL CONDITIONS - PAGE -2-

10. Funds provided under this grant must be used to accomplish the goals and objectives as stated in the Grantee's application. No portion of the funds may be used to promote or further non-secular purposes.
11. Grant applications will be accepted until May 1st unless grant funding is exhausted prior to that date.

GRANTEE ACCEPTANCE:

On behalf of _____, I understand the conditions of
(name of organization)
this program and abide by the policies and procedures for the Local Government
School Based Volunteer Organization Grant Program.

**Signature of Authorized Official
(President or Secretary of PTA,
PTO, etc.)**

Signature of Principal

Printed Name

Printed Name

Title and Date

Title and Date